

CITY OF JOHNS CREEK

RFP NUMBER #12-188

PROFESSIONAL FACILITATOR SERVICES

The City of Johns Creek is accepting sealed Request for Proposals (RFP) from Professional Consulting Firms to provide professional facilitator services. Sealed RFP's will be received no later than **2:00 P.M. on July 6, 2012** in the City of Johns Creek Purchasing Office, 12000 Findley Rd., Suite-400, Johns Creek, Georgia, 30097. RFP's received after the above time or in any other location other than the Purchasing Office **will not** be accepted. A Pre-Bid Conference will be held on **June 26, 2012 at 10:00AM** at the City Hall location Taylor Farms Conference Room.

RFP packages are available at the Johns Creek City Hall, Purchasing Office, located at the above address. Additional information may be obtained by contacting the Purchasing Office at (678) 512-3233. RFP's shall be presented in a sealed opaque envelope with the RFP number and name clearly marked on the outside of the envelope. The name of the company or firm submitting an RFP response should also be clearly marked on the outside of the envelope. **EIGHT (8) ORIGINALS AND ONE (1) COPY OF THE RFP ON CD MUST BE SUBMITTED. RFP's will not be accepted verbally or by fax or email.** All offerors must comply with all general and special requirements of the RFP information and instructions enclosed herein.

The City of Johns Creek reserves the right to reject any or all bids and to waive technicalities and informalities, and to make award in the best interest of the City of Johns Creek.

John Kachmar
City Manager

Mike Bodker
Mayor